



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 10-2013

**OPEN TO:** All Interested Candidates  
**POSITION:** Voucher Examiner FSN-7\*; FP-07\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** March 26, 2013  
**CLOSING DATE:** April 09, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 785,264\* (Grade 7)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Voucher Examiner in the Financial Management Office.

**BASIC FUNCTION OF POSITION**

The incumbent is responsible for examining a variety of complex invoices in 3 languages for 11 agencies at Post to ensure payment is proper, authorized and legal. Responsible for the complete voucher process except for final certification of vouchers processed at post. Other duties and special projects as assigned.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Completion of secondary school is required.

**2. Prior work experience:** One year customer service in administrative field such as finance, warehousing, accounting and/or cashiering is required in a corporate and/or government organization.

**3. Language Proficiency:** Level 3 English, French and Arabic is required.

**4. Job Knowledge:** Requires a good understanding of accounting and/or combined with experience in using and working with financial accounting software systems. Requires a sound knowledge of Microsoft Excel and a high level of proficiency with Microsoft Word and Microsoft Outlook.

**5. Other Skills and abilities:** Ability to understand federal regulations, type quickly and accurately, work effectively as a team member and deliver outstanding customer service

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: April 09, 2013**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Voucher Examiner, Vacancy Announcement # 10-2013

Point of Contact: Human Resources Office

Fax to : 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**

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